

Job Announcement

The United States District Court for the District of Puerto Rico is now accepting applications for:

POSITION: Courtroom Deputy Clerk

SALARY RANGE: CL-25 (\$28,415) + 11.5% COLA
(Promotional Potential to CL-27)

CLOSING DATE: September 12, 2003

JOB ANNOUNCEMENT: 03-08

Position Overview - The Courtroom Deputy Clerk manages the Judge's caseload and provides courtroom and other assistance through the management of court calendars, attending court proceedings, recording pertinent results for minutes and drafting judgments.

Duties include:

1. Manages the Judge's cases by: calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences.
2. Keeps the judge and immediate staff informed of case progress.
3. Reviews information relating to pending cases to ensure that all records and reference material are available for use by the Judge and counsel.
4. Attends court sessions and conferences.
5. Assists with the orderly flow of proceeding including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits.
6. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgements for judge's approval.
7. Acts as a liaison among the Clerk's Office, the bar, and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conference, hearings, trials and other cases processes.

Required Qualifications : Three years specialized experience. Specialized experience is any progressively responsible clerical or administrative experience which is commonly encountered in law firms, legal counsel office, or a clerk's office of a federal, state, or local court. Good knowledge of and skill in use of applicable automated systems. Fully bilingual (English & Spanish) - both orally and in writing.

Desirable Qualifications: Thorough knowledge and understanding of the policies and procedures of the court. Good knowledge or experience of how other processes in the Clerk's Office relate to his/her position. Skill in communicating and working with judges, counsel, the press, the jurors, and courthouse personnel in scheduling events and managing courtroom logistics. Strong organizational skills. Ability to take notes and summarize material for minute entries/judgments in a distracting setting.

APPLICATION PROCEDURES: Qualified candidates who wish to apply should submit an application form*, and resume with a cover letter to: Personnel Specialist, U.S. District Court for PR, Room 150 Federal Building, 150 Carlos Chardón Avenue, San Juan, Puerto Rico 00918-1767.

*Application forms are available at the Clerk's Office Room 150. You can also obtain an application form on our web page at: www.prd.uscourts.gov

Reimbursement for relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

The successful candidate for this position is subject to a background records check by the National Crime Information Center (NCIC).

USDC employees are not covered under civil service appointment restrictions. The USDC is an Equal Employment Opportunity Employer.

INFORMATION NOT AVAILABLE BY TELEPHONE